



*United States Bankruptcy Court
Eastern District of Wisconsin
Office of the Clerk*

***APPENDIX¹
to the
LOCAL RULES***

This document is maintained by the Clerk's Office of the United States Bankruptcy Court for the Eastern District of Wisconsin. It is intended to be used as an appendix to the court's local rules, or as a stand-alone document. In either case its purpose is to provide information to assist practitioners, parties and the public in this district.

We welcome feedback regarding the contents, design and usefulness of this document. Please contact a member of the Clerk's staff at 414 297-3291, or webteam_wieb@wieb.uscourts.gov.

Christopher L. Austin
Clerk of Court

¹ Draft - October 17, 2005

Section One - Filing Requirements and Fees	1
Requirements for Filing Petitions and Other Documents	2
Chapter 7 - Liquidation	2
Chapter 11 - Reorganization	2
Chapter 12 - Family Farmer with Regular Income	3
Chapter 13 - Adjustment of Debts of an Individual with Regular Income	3
Chapter 15 - Ancillary and Other Cross-Border Cases	4
Appeals	4
Other Documents	4
Requirements for Filing a Master List (Matrix)	5
Miscellaneous Fee Schedule	7
Requirements for Filing an Adversary Complaint	10
Guidance Regarding Tax Information Under 11 U.S.C. § 521	11
Section Two - Forms	13
Bankruptcy Forms Manual	14
Application to Paying Filing Fee in Installments	15
Application for Waiver of the Chapter 7 Filing Fee	16
Proof of Claim	19
Notification of Creditor's Change of Address	21
Notification of Debtor's Change of Address	22
Credit Card Authorization Form	23
Summons and Notice of Pretrial Conference in an Adversary Proceeding	24
Application for Search of Bankruptcy Records	26
Appearance of Child Support Creditor or Representative	27
Model Chapter 13 Plan	28
Statement of Social Security Number(s)	29

FILING REQUIREMENTS AND FEES

REQUIREMENTS FOR FILING PETITIONS AND OTHER DOCUMENTS²

1. **Chapter 7 - Liquidation**
 - a. ✓ Required Fee:
 - i. \$274.00 (the Clerk's Office cannot accept a debtor's check); **or**
 - ii. An Application to Pay Filing Fee in Installments; **or**
 - iii. An Application for Waiver of the Chapter 7 Filing Fee for Individuals Who Cannot Pay the Filing Fee in Full or in Installments.
 - b. ✓ Mailing Matrix (*).
 - c. ✓ Statement of Social Security Number(s).
 - d. ✓ Credit counseling certification and debt repayment plan if any, or a request for a determination by the court that the credit counseling requirement does not apply. Individuals only.
 - e. Petition.
 - i. ✓ Voluntary Petition pages.
 - ii. Summary of Schedules.
 - iii. Schedules A through J.
 - iv. Declaration Concerning Debtor's Schedules.
 - v. Statement of Financial Affairs.
 - vi. Declaration of any person (including attorney) regarding fees relative to the bankruptcy.
 - vii. Chapter 7 Individual Debtor's Statement of Intention.
 - viii. Record of any interest that the debtor has in an [education retirement account or qualified State tuition program].
 - f. Statement of Current Monthly Income and Means Test Calculation. Individuals only.
 - g. Debtors are not required to file copies of payment advices or other evidence of payment received from an employer within 60 days before the filing of the petition in the Eastern District of Wisconsin unless ordered to do so by the Court.

2. **Chapter 11 - Reorganization**
 - a. ✓ Required Fee:
 - i. \$1,039.00 (the Clerk's Office cannot accept a debtor's check); **or**
 - ii. An Application to Pay Filing Fee in Installments.
 - b. ✓ Mailing Matrix (*).
 - c. ✓ Statement of Social Security Number(s).
 - d. ✓ Credit counseling certification and debt repayment plan if any, or a request for a determination by the court that the credit counseling requirement does not apply. Individuals only.
 - e. Petition.

² If you want a file-stamped copy returned to you, provide the return copy along with a self-addressed, stamped return envelope.

✓ Indicates minimum filing requirements.
 (*) Schedules D, E, and F can serve as the minimum filing requirement in place of the Mailing Matrix, however the Matrix must be filed.

- i. ✓ Voluntary Petition pages.
 - ii. Exhibit A (if required).
 - iii. ✓ Form 4 - List of Creditors Holding 20 Largest Unsecured Claims.
 - iv. ✓ Declaration of Resolution on behalf of a Corporation or Partnership.
 - v. Summary of Schedules.
 - vi. Schedules A through J.
 - vii. Declaration Concerning Debtor's Schedules.
 - viii. Statement of Financial Affairs.
 - ix. Record of any interest that the debtor has in an [education retirement account or qualified State tuition program].
 - x. Declaration of any person (including attorney) regarding fees relative to the bankruptcy.
 - f. Statement of Current Monthly Income. Individuals only.
 - g. Debtors are not required to file copies of payment advices or other evidence of payment received from an employer within 60 days before the filing of the petition in the Eastern District of Wisconsin unless ordered to do so by the Court.
3. **Chapter 12 - Family Farmer with Regular Income**
- a. ✓ Required Fee:
 - i. \$239.00 (the Clerk's Office cannot accept a debtor's check); **or**
 - ii. An Application to Pay Filing Fee in Installments.
 - b. ✓ Mailing Matrix (*).
 - c. ✓ Statement of Social Security Number(s).
 - d. ✓ Credit counseling certification and debt repayment plan if any, or a request for a determination by the court that the credit counseling requirement does not apply. Individuals only.
 - e. Petition.
 - i. ✓ Voluntary Petition pages.
 - ii. Summary of Schedules.
 - iii. Schedules A through J.
 - iv. Declaration Concerning Debtor's Schedules.
 - v. Statement of Financial Affairs.
 - vi. Record of any interest that the debtor has in an [education retirement account or qualified State tuition program].
 - vii. Declaration of any person (including attorney) regarding fees relative to the bankruptcy.
 - f. Statement of Monthly Income.
 - g. Debtors are not required to file copies of payment advices or other evidence of payment received from an employer within 60 days before the filing of the petition in the Eastern District of Wisconsin unless ordered to do so by the Court.
4. **Chapter 13 - Adjustment of Debts of an Individual with Regular Income**
- a. ✓ Required Fee:
 - i. \$189.00 (the Clerk's Office cannot accept a debtor's check); **or**
 - ✓ Indicates minimum filing requirements.
 - (*) Schedules D, E, and F can serve as the minimum filing requirement in place of the Mailing Matrix, however the Matrix must be filed.

- ii. An Application to Pay Filing Fee in Installments.
 - b. ✓ Mailing Matrix (*).
 - c. ✓ Statement of Social Security Number(s).
 - d. ✓ Credit counseling certification and debt repayment plan if any, or a request for a determination by the court that the credit counseling requirement does not apply.
Individuals only.
 - e. Petition.
 - i. ✓ Voluntary Petition pages.
 - ii. Summary of Schedules.
 - iii. Schedules A through J.
 - iv. Declaration Concerning Debtor's Schedules.
 - v. Statement of Financial Affairs.
 - vi. Record of any interest that the debtor has in an [education retirement account or qualified State tuition program].
 - vii. Declaration of any person (including attorney) regarding fees relative to the bankruptcy.
 - f. Statement of Current Monthly Income and Disposable Income Calculation. Individuals only.
 - g. Debtors are not required to file copies of payment advices or other evidence of payment received from an employer within 60 days before the filing of the petition in the Eastern District of Wisconsin unless ordered to do so by the Court.
5. **Chapter 15 - Ancillary and Other Cross-Border Cases**
- a. ✓ Required Fee:
 - i. \$1,039.00
6. **Appeals**
- a. Notice of Appeal - original plus one copy for each party named in the Notice of Appeal.
 - b. Items to be Included in the Record on Appeal- The designating party shall provide a copy of the items.
7. **Other Documents** - Only the original is required for the documents listed in 1 through 4 above, as well as for motions, stipulations, affidavits, etc. Additional copies are only needed if file-stamped copies are requested by the filer.

- ✓ Indicates minimum filing requirements.
- (*) Schedules D, E, and F can serve as the minimum filing requirement in place of the Mailing Matrix, however the Matrix must be filed.

REQUIREMENTS FOR FILING A MASTER LIST (MATRIX)

In order to process matrices more efficiently, the Clerk requests that debtors file creditor matrices by e-mail. It is not necessary to file a verification of the creditor matrix in this district.

1. **E-Mail Guidelines**

- a. The e-mail address is `wieb_matrices@wieb.uscourts.gov`
- b. The subject line must contain the debtor's name.
 - i. If the matrix is amended or submitted to satisfy a deficiency, add the case number to the subject line.
- c. Only one matrix is to appear in each e-mail.

2. **File Attachment**

- a. The file must be named: **matrix** and saved in an ASCII format.

3. **Information Contained in the File**

- a. Each name/address block must consist of no more than five lines, with one blank line between each name/address block.
- b. Each line must consist of no more than 40 characters.
- c. City, state and zip code must be on the last line.
- d. A nine-digit zip code, if used, must include a hyphen separating the two groups.
- e. Account numbers, if used, must not appear on the first or the last line in a name/address block.
- f. **Do not include** the following names in the file:
 - i. Debtor/Joint Debtor,
 - ii. Attorney for the Debtor, or the
 - iii. Office of the United States Trustee, for the Eastern District of Wisconsin.
- g. Use upper and lower case type, first letter capitalization of proper names, etc.
- h. Do not use bold type or a font size smaller than 10.
- i. Use a single column format with left margin justification. Do not center the name/address block.

4. **Disk Guidelines³**

- a. Submit a 3 ½ inch or CD-Rom disk.
- b. Label the exterior of the disk with the debtor's last name and creditor count.
- c. Adhere to the guidelines listed above for **File Attachment** and the **Information Contained in the File**.

5. **Paper Format** - accepted only in extenuating circumstances.

- a. Paper matrices **must be typed** and must adhere to the guidelines listed above for the **Information Contained in the File**.
- b. Number the reverse side of each page (1 or 2; 2 of 2).
- c. List the debtor's name on the reverse side of each page.

³ Disks will not be returned unless a self addressed, stamped return envelope is provided.

- d. Do not use:
 - i. Non-standard paper such as onion skin or colored paper,
 - ii. Paper size other than 8 ½ X 11,
 - iii. Unreadable type or print styles such as proportionally spaced fonts or exotic fonts,
 - iv. Dot matrix printing, or
 - v. Extra marks on the front of the page, such as a letterhead, dates, debtor's names, stains or handwritten marks.

6. Example of a Matrix

Name of Creditor Number One
Attention: Office Manager
123 South Your Street
Milwaukee, WI 53202

Name of Creditor Two
C/O Attorney Smith
456 West Street
Milwaukee, WI 53202-4581

Name of Creditor Three
P.O. Box 789
Milwaukee, WI 53202-0789

Name of Creditor Four
1011 East Lake Avenue
Milwaukee, WI 53202

MISCELLANEOUS FEE SCHEDULE⁴

1. Motion to **Abandon Property** of the estate under Fed. R. Bankr. P. 6007. \$150.00
2. **Amendment⁵** to the debtor's schedule of creditors (D-E-F), lists of creditors, matrix or mailing lists, for each amendment. \$ 26.00
3. Filing of any separate or joint **notice of appeal** or application for appeal or upon the receipt of any order allowing, or notice of the allowance of an appeal or a writ of certiorari, \$5.00 shall be paid to the clerk of the court by the appellant or petitioner in a bankruptcy code case. \$ 5.00
4. **Appeal: Docketing** a proceeding on appeal or review from a final judgement of a bankruptcy judge pursuant to 28 USC §158(a) & (b), the fee shall be the same amount as the fee for docketing a case on appeal or review to the appellate court as required by Item 1 of the Courts of Appeals Miscellaneous Fee Schedule. A separate fee shall be paid by each party filing a notice of appeal in the bankruptcy court, but parties filing a joint notice of appeal in the bankruptcy court are required to pay only one fee. \$250.00
5. **Appeal: Docketing a cross appeal** from a bankruptcy court determination, the fee shall be the same amount as the fee for docketing a case on appeal or review to the appellate court. \$250.00
6. Motion to terminate, annul or modify the **Automatic Stay⁶** under 11 USC §362(a). \$150.00

⁴ This is an excerpt of the Bankruptcy Court's Miscellaneous Fee Schedule, issued in accordance with 28 USC §1930(b).

⁵ The fee does not apply when changing the address of a listed creditor, or adding the name and address of an attorney for a listed creditor.

⁶ No fee is to be charged if a motion for relief from the automatic stay is filed by a child support creditor or representative of such creditor who files AO Form B281.

7.	Certification of any document or paper whether the certification is made directly on the document or by separate instrument.	\$ 9.00
8.	Complaint ⁷ : To file a complaint/adversary proceeding.	\$250.00
9.	Upon filing a motion or notice to Convert a case from:	
a.	Chapter 7 to chapter 11	\$780.00
b.	Chapter 7 to chapter 12	\$ 15.00
c.	Chapter 7 to chapter 13	\$ 0.00
d.	Chapter 11 to chapter 7	\$ 15.00
e.	Chapter 12 to chapter 7	\$ 15.00
f.	Chapter 13 to chapter 7, if one joint debtor has been dismissed under chapter 13	\$ 15.00
g.	Chapter 13 to chapter 11	\$850.00
h.	Split a joint chapter 13 case and convert the split portion to chapter 7 (including the \$15.00 conversion fee).	\$165.00
10.	Copy of any record or paper (per page).	\$.50
11.	Copy of any record or document accessed electronically at a public terminal ⁸ (per page).	\$.10
12.	Exemplification of any document or paper, twice the amount of the fee for certification.	\$ 18.00
13.	Filing or indexing any document not in a case or proceeding for which a filing fee has been paid.	\$ 39.00
14.	Motion to:	
a.	Abandon property of the estate under Fed. R. Bankr. P. 6007.	\$150.00
b.	Motion to terminate, annul or modify the Automatic Stay ⁹ under 11 USC §362.	\$150.00
c.	Withdraw reference under 28 USC §157(d).	\$150.00

⁷ If a child support creditor or its representative is the plaintiff, and if such plaintiff files AO Form B281, no fee is required.

⁸ Excerpt from the Electronic Public Access Miscellaneous Fee Schedule (EPA Fee Schedule).

⁹ No fee is to be charged if a motion for relief from the automatic stay is filed by a child support creditor or representative of such creditor who files AO Form B281.

d.	Reopen a Bankruptcy Case ¹⁰ : a fee shall be collected in the same amount as the filing fee prescribed by 28 USC §1930(a) for commencing a new case on the date of the reopening.	
i.	Chapter 7	\$220.00
ii.	Chapter 11	\$1,000.00
iii.	Chapter 12	\$200.00
iv.	Chapter 13	\$150.00
15.	Notice Fee : if incurred prior to January 1, 1998 (per page).	\$.50
16.	Record : Retrieve a record from the Federal Records Center.	\$ 45.00
17.	Reproduction of recordings of proceedings, regardless of medium.	\$ 26.00
18.	Returned check.	\$ 45.00
19.	Search : Of the records (per name or item searched). This fee shall apply to service rendered on behalf of the United States if the information requested is available through electronic access.	\$ 26.00
20.	Split Cases : To split a joint case into two separate cases. Equal to the current filing fee.	
a.	Chapter 7	\$220.00
b.	Chapter 11	\$1,000.00
c.	Chapter 12	\$200.00
d.	Chapter 13	\$150.00
e.	Split a joint chapter 13 case and convert the split portion to chapter 7 (including the \$15.00 conversion fee).	\$165.00
21.	Motion to Withdraw reference under 28 USC §157(d).	\$150.00

¹⁰ No fee is collected if the case is reopened for actions related to the debtor's discharge or for the purpose of filing a complaint to obtain a determination under Fed. R. Bankr. P. 4007(b).

REQUIREMENTS FOR FILING AN ADVERSARY COMPLAINT¹¹

1. File an original complaint.
2. \$250.00 filing fee. The fee is not required:
 - a. In an action commenced by the debtor in a chapter 7 or 13 case, or
 - b. If a child support creditor or its representative is the plaintiff, and files an original Appearance of Child Support Creditor or Representative (Form B281).
3. Prepare and file an original Adversary Proceeding Cover Sheet (Form B104).
4. Prepare and file the Summons and Notice of Pretrial Conference (Form B250B).
 - a. You may type the Clerk's name on the signature line (the Clerk's signature is not required):
Christopher L. Austin
 - b. Complete the summons down to the line: "If you make a motion..."
 - c. The summons will be returned to you for service.
5. File the original of both the summons and the certificate of service within two business days after service.

¹¹ If you want a file-stamped copy returned to you, provide the return copy along with a self-addressed, stamped return envelope.

**Guidance Regarding Tax Information
Under 11 U.S.C. § 521**

I. No tax information filed with the bankruptcy court or otherwise provided by the debtor will be available to the public via the Internet, PACER, or CM/ECF.

In order for tax information to be electronically entered into a court's CM/ECF system, the "tax information" event must be selected from the CM/ECF event list. The "tax information" event limits access to the filed tax information to those users assigned "court" logins (*i.e.*, judicial officers and court employees). All other users (including PACER users) will be limited to viewing a docket event on the docket report indicating that tax information has been filed. These other users will not be able to open and view the tax information.

II. Debtors providing tax information under 11 U.S.C. § 521 should redact personal information as set forth in the Judicial Conference's Policy on Privacy and Public Access to Electronic Case Files.

The debtor should take the following steps to redact personal identifiers in any tax information filed with the court or provided to the trustee or creditor(s), in either electronic or paper form:

- " **Social Security numbers.** If an individual's social security number is included, only the last four digits of that number should appear;
- " **Names of minor children.** If a minor child(ren) is/are identified by name, only the child(ren)'s initials should appear;
- " **Dates of birth.** If an individual's date of birth is included, only the year should appear; and
- " **Financial account numbers.** If financial account numbers are provided, only the last four digits of these numbers should appear.

Court employees are not responsible for redacting any of the personal identifying information. The responsibility for redacting personal identifiers rests solely with the debtor.

III. Procedure for requesting and obtaining access to tax information filed with the bankruptcy court under 11 U.S.C. § 521(f).

To gain access to a debtor's tax information under 11 U.S.C. § 521(f), the United States trustee, trustee, or party in interest, including a creditor, must follow the procedures set forth below.

A written request that a debtor file copies of tax returns with the court pursuant to 11 U.S.C. § 521(f) shall be filed with the court and served on the debtor and debtor's counsel, if any.

In order to obtain access to debtor's tax information that is filed with the bankruptcy court, the movant must file a motion with the court, which should include:

- " a description of the movant's status in the case, to allow the court to ascertain whether the movant may properly be given access to the requested tax information;
- " a description of the specific tax information sought;
- " a statement indicating that the information cannot be obtained by the movant from any

- other sources; and
- " a statement showing a demonstrated need for the tax information.

IV. Access to tax information when a motion for access has been granted.

When access to tax information has been granted by court order, transmission of the tax information to the movant, by whatever means the court deems appropriate, will be recorded as a docket event in CM/ECF so that the docket will reflect that the clerk has taken the action necessary to effect the provisions of the court's order granting access.

SECTION TWO

FORMS

Bankruptcy Forms Manual

Official Bankruptcy Forms and Director's Procedural Forms

The Administrative Office of the United States Courts publishes a Bankruptcy Forms Manual as a service to the public and the courts. It contains the Official Bankruptcy Forms prescribed by the Judicial Conference of the United States under authority granted in Federal Rule of Bankruptcy Procedure 9009. It also contains procedural forms issued by the Director of the Administrative Office under authority granted in Bankruptcy Rule 9009.

The Bankruptcy Forms Manual can be located at <http://www.uscourts.gov/bkforms/>. It contains references to and explanations of the law and rules that govern the use of each form and instructions for completing each form.

Local Forms

Several of the Official Bankruptcy Forms have been modified for use in the Eastern District of Wisconsin. The Eastern District also has a number of local forms that supplement the Official and Director's forms. Modified forms and locally developed forms are published in this appendix.

United States Bankruptcy Court

District Of _____

In re _____,
Debtor

Case No. _____

Chapter _____

APPLICATION TO PAY FILING FEE IN INSTALLMENTS

1. In accordance with Fed. R. Bankr. P. 1006, I apply for permission to pay the filing fee amounting to \$_____ in installments.
2. I am unable to pay the filing fee except in installments.
3. Until the filing fee is paid in full, I will not make any additional payment or transfer any additional property to an attorney or any other person for services in connection with this case.
4. I propose the following terms for the payment of the Filing Fee.*

\$_____ Check one ☐ With the filing of the petition, or
☐ On or before _____

\$_____ on or before _____

\$_____ on or before _____

\$_____ on or before _____

* The number of installments proposed shall not exceed four (4), and the final installment shall be payable not later than 120 days after filing the petition. For cause shown, the court may extend the time of any installment, provided the last installment is paid not later than 180 days after filing the petition. Fed. R. Bankr. P. 1006(b)(2).

5. I understand that if I fail to pay any installment when due, my bankruptcy case may be dismissed and I may not receive a discharge of my debts.

Signature of Attorney Date

Signature of Debtor Date
(In a joint case, both spouses must sign.)

Name of Attorney

Signature of Joint Debtor (if any) Date

DECLARATION AND SIGNATURE OF NON-ATTORNEY BANKRUPTCY PETITION PREPARER (See 11 U.S.C. § 110)

I declare under penalty of perjury that: (1) I am a bankruptcy petition preparer as defined in 11 U.S.C. § 110; (2) I prepared this document for compensation and have provided the debtor with a copy of this document and the notices and information required under 11 U.S.C. §§ 110(b), 110(h), and 342(b); (3) if rules or guidelines have been promulgated pursuant to 11 U.S.C. § 110(h) setting a maximum fee for services chargeable by bankruptcy petition preparers, I have given the debtor notice of the maximum amount before preparing any document for filing for a debtor or accepting any fee from the debtor, as required under that section; and (4) I will not accept any additional money or other property from the debtor before the filing fee is paid in full.

Printed or Typed Name and Title, if any, of Bankruptcy Petition Preparer

Social Security No. (Required by 11 U.S.C. § 110.)

If the bankruptcy petition preparer is not an individual, state the name, title (if any), address, and social security number of the officer, principal, responsible person, or partner who signs the document.

Address

x _____
Signature of Bankruptcy Petition Preparer

Date

Names and Social Security numbers of all other individuals who prepared or assisted in preparing this document, unless the bankruptcy petition preparer is not an individual:

If more than one person prepared this document, attach additional signed sheets conforming to the appropriate Official Form for each person. A bankruptcy petition preparer's failure to comply with the provisions of title 11 and the Federal Rules of Bankruptcy Procedure may result in fines or imprisonment or both. 11 U.S.C. § 110; 18 U.S.C. § 156.

In re: _____
Debtor(s)

Case No. _____
(if known)

**APPLICATION FOR WAIVER OF THE CHAPTER 7 FILING FEE
FOR INDIVIDUALS WHO CANNOT PAY THE FILING FEE IN FULL OR IN INSTALLMENTS**

Part A. Family Size and Income

1. Including yourself, your spouse, and dependents you have listed or will list on Schedule I (Current Income of Individual Debtors(s)), how many people are in your family? (Do not include your spouse if you are separated AND are not filing a joint petition.) _____
2. Restate the following information that you provided, or will provide, on Line 16 of Schedule I. Attach a completed copy of Schedule I, if it is available.

Total Combined Monthly Income (Line 16 of Schedule I): \$ _____

3. State the monthly net income, if any, of dependents included in Question 1 above. Do not include any income already reported in Item 2. If none, enter \$0.

\$ _____

4. Add the "Total Combined Monthly Income" reported in Question 2 to your dependents' monthly net income from Question 3.

\$ _____

5. Do you expect the amount in Question 4 to increase or decrease by more than 10% during the next 6 months? Yes ___ No ___

If yes, explain.

Part B: Monthly Expenses

6. EITHER (a) attach a completed copy of Schedule J (Schedule of Monthly Expenses), and state your total monthly expenses reported on Line 18 of that Schedule, OR (b) if you have not yet completed Schedule J, provide an estimate of your total monthly expenses.

\$ _____

7. Do you expect the amount in Question 6 to increase or decrease by more than 10% during the next 6 months? Yes ___ No ___

If yes, explain.

Part C. Real and Personal Property

EITHER (1) attach completed copies of Schedules A (Real Property) and Schedule B (Personal Property), OR (2) if you have not yet completed those schedules, answer the following questions.

8. State the amount of cash you have on hand: \$ _____

9. State below any money you have in savings, checking, or other accounts in a bank or other financial institution.

Bank or Other Financial Institution:	Type of Account such as savings, checking, CD:	Amount:
_____	_____	\$ _____
_____	_____	\$ _____

10. State below the assets owned by you. **Do not list ordinary household furnishings and clothing.**

Home	Address: _____ _____	Value: \$ _____ Amount owed on mortgages and liens: \$ _____
Other real estate	Address: _____ _____	Value: \$ _____ Amount owed on mortgages and liens: \$ _____
Motor vehicle	Model/Year: _____ _____	Value: \$ _____ Amount owed: \$ _____
Motor vehicle	Model/Year: _____ _____	Value: \$ _____ Amount owed: \$ _____
Other	Description _____ _____	Value: \$ _____ Amount owed: \$ _____

11. State below any person, business, organization, or governmental unit that owes you money and the amount that is owed.

Name of Person, Business, or Organization that Owes You Money	Amount Owed
_____	\$ _____
_____	\$ _____

Part D. Additional Information.

12. Have you paid an **attorney** any money for services in connection with this case, including the completion of this form, the bankruptcy petition, or schedules? Yes ___ No ___
If yes, how much have you paid? \$ _____
13. Have you promised to pay or do you anticipate paying an **attorney** in connection with your bankruptcy case? Yes ___ No ___
If yes, how much have you promised to pay or do you anticipate paying? \$ _____
14. Have you paid **anyone other than an attorney** (such as a bankruptcy petition preparer, paralegal, typing service, or another person) any money for services in connection with this case, including the completion of this form, the bankruptcy petition, or schedules? Yes ___ No ___
If yes, how much have you paid? \$ _____
15. Have you promised to pay or do you anticipate paying **anyone other than an attorney** (such as a bankruptcy petition preparer, paralegal, typing service, or another person) any money for services in connection with this case, including the completion of this form, the bankruptcy petition, or schedules? Yes ___ No ___
If yes, how much have you promised to pay or do you anticipate paying? \$ _____
16. Has anyone paid an attorney or other person or service in connection with this case, on your behalf? Yes ___ No ___

If yes, explain.

17. Have you previously filed for bankruptcy relief during the past eight years? Yes ____ No ____

Case Number (if known)	Year filed	Location of filing	Did you obtain a discharge? (if known)		
_____	_____	_____	Yes ____	No ____	Don't know ____
_____	_____	_____	Yes ____	No ____	Don't know ____

18. Please provide any other information that helps to explain why you are unable to pay the filing fee in installments.

19. I (we) declare under penalty of perjury that I (we) cannot currently afford to pay the filing fee in full or in installments and that the foregoing information is true and correct.

Executed on: _____	_____
Date	Signature of Debtor
_____	_____
Date	Signature of Co-debtor

DECLARATION AND SIGNATURE OF BANKRUPTCY PETITION PREPARER (See 11 U.S.C. § 110)

I declare under penalty of perjury that: (1) I am a bankruptcy petition preparer as defined in 11 U.S.C. § 110; (2) I prepared this document for compensation and have provided the debtor with a copy of this document and the notices and information required under 11 U.S.C. §§ 110(b), 110(h), and 342(b); and (3) if rules or guidelines have been promulgated pursuant to 11 U.S.C. § 110(h) setting a maximum fee for services chargeable by bankruptcy petition preparers, I have given the debtor notice of the maximum amount before preparing any document for filing for a debtor or accepting any fee from the debtor, as required under that section.

Printed or Typed Name and Title, if any, of Bankruptcy Petition Preparer _____	Social Security No. (Required by 11 U.S.C. § 110.) _____
--	--

If the bankruptcy petition preparer is not an individual, state the name, title (if any), address, and social security number of the officer, principal, responsible person, or partner who signs the document.

Address

x. _____	_____
Signature of Bankruptcy Petition Preparer	Date

Names and Social Security numbers of all other individuals who prepared or assisted in preparing this document, unless the bankruptcy petition preparer is not an individual:

If more than one person prepared this document, attach additional signed sheets conforming to the appropriate Official Form for each person.

A bankruptcy petition preparer's failure to comply with the provisions of title 11 and the Federal Rules of Bankruptcy Procedure may result in fines or imprisonment or both. 11 U.S.C. § 110; 18 U.S.C. § 156.

UNITED STATES BANKRUPTCY COURT _____ DISTRICT OF _____		PROOF OF CLAIM
Name of Debtor _____	Case Number _____	
NOTE: This form should not be used to make a claim for an administrative expense arising after the commencement of the case. A "request" for payment of an administrative expense may be filed pursuant to 11 U.S.C. § 503.		
Name of Creditor (The person or other entity to whom the debtor owes money or property): _____	<input type="checkbox"/> Check box if you are aware that anyone else has filed a proof of claim relating to your claim. Attach copy of statement giving particulars. <input type="checkbox"/> Check box if you have never received any notices from the bankruptcy court in this case. <input type="checkbox"/> Check box if the address differs from the address on the envelope sent to you by the court.	
Name and address where notices should be sent: _____		THIS SPACE IS FOR COURT USE ONLY
Telephone number: _____		
Last four digits of account or other number by which creditor identifies debtor: _____		Check here <input type="checkbox"/> replaces if this claim <input type="checkbox"/> amends a previously filed claim, dated: _____
1. Basis for Claim <input type="checkbox"/> Goods sold <input type="checkbox"/> Services performed <input type="checkbox"/> Money loaned <input type="checkbox"/> Personal injury/wrongful death <input type="checkbox"/> Taxes <input type="checkbox"/> Other _____		
<input type="checkbox"/> Retiree benefits as defined in 11 U.S.C. § 1114(a) <input type="checkbox"/> Wages, salaries, and compensation (fill out below) Last four digits of your SS #: _____ Unpaid compensation for services performed from _____ (date) to _____ (date)		
2. Date debt was incurred: _____		3. If court judgment, date obtained: _____
4. Classification of Claim. Check the appropriate box or boxes that best describe your claim and state the amount of the claim at the time case filed. See reverse side for important explanations.		
Unsecured Nonpriority Claim \$ _____ <input type="checkbox"/> Check this box if: a) there is no collateral or lien securing your claim, or b) your claim exceeds the value of the property securing it, or if c) none or only part of your claim is entitled to priority.		Secured Claim <input type="checkbox"/> Check this box if your claim is secured by collateral (including a right of setoff). Brief Description of Collateral: <input type="checkbox"/> Real Estate <input type="checkbox"/> Motor Vehicle <input type="checkbox"/> Other _____ Value of Collateral: \$ _____ Amount of arrearage and other charges at time case filed included in secured claim, if any: \$ _____
Unsecured Priority Claim <input type="checkbox"/> Check this box if you have an unsecured claim, all or part of which is entitled to priority. Amount entitled to priority \$ _____ Specify the priority of the claim: <input type="checkbox"/> Domestic support obligations under 11 U.S.C. § 507(a)(1)(A) or (a)(1)(B) <input type="checkbox"/> Wages, salaries, or commissions (up to \$10,000),* earned within 180 days before filing of the bankruptcy petition or cessation of the debtor's business, whichever is earlier - 11 U.S.C. § 507(a)(4). <input type="checkbox"/> Contributions to an employee benefit plan - 11 U.S.C. § 507(a)(5).		<input type="checkbox"/> Up to \$2,225* of deposits toward purchase, lease, or rental of property or services for personal, family, or household use - 11 U.S.C. § 507(a)(7). <input type="checkbox"/> Taxes or penalties owed to governmental units - 11 U.S.C. § 507(a)(8). <input type="checkbox"/> Other - Specify applicable paragraph of 11 U.S.C. § 507(a)(____). <i>*Amounts are subject to adjustment on 4/1/07 and every 3 years thereafter with respect to cases commenced on or after the date of adjustment.</i>
5. Total Amount of Claim at Time Case Filed: \$ _____ (unsecured) (secured) (priority) (Total) <input type="checkbox"/> Check this box if claim includes interest or other charges in addition to the principal amount of the claim. Attach itemized statement of all interest or additional charges.		
6. Credits: The amount of all payments on this claim has been credited and deducted for the purpose of making this proof of claim.		THIS SPACE IS FOR COURT USE ONLY
7. Supporting Documents: Attach copies of supporting documents, such as promissory notes, purchase orders, invoices, itemized statements of running accounts, contracts, court judgments, mortgages, security agreements, and evidence of perfection of lien. DO NOT SEND ORIGINAL DOCUMENTS. If the documents are not available, explain. If the documents are voluminous, attach a summary.		
8. Date-Stamped Copy: To receive an acknowledgment of the filing of your claim, enclose a stamped, self-addressed envelope and copy of this proof of claim.		
Date _____	Sign and print the name and title, if any, of the creditor or other person authorized to file this claim (attach copy of power of attorney, if any): _____	

INSTRUCTIONS FOR PROOF OF CLAIM FORM

The instructions and definitions below are general explanations of the law. In particular types of cases or circumstances, such as bankruptcy cases that are not filed voluntarily by a debtor, there may be exceptions to these general rules.

DEFINITIONS

Debtor

The person, corporation, or other entity that has filed a bankruptcy case is called the debtor.

Creditor

A creditor is any person, corporation, or other entity to whom the debtor owed a debt on the date that the bankruptcy case was filed.

Proof of Claim

A form telling the bankruptcy court how much the debtor owed a creditor at the time the bankruptcy case was filed (the amount of the creditor's claim). This form must be filed with the clerk of the bankruptcy court where the bankruptcy case was filed.

Secured Claim

A claim is a secured claim to the extent that the creditor has a lien on property of the debtor (collateral) that gives the creditor the right to be paid from that property before creditors who do not have liens on the property.

Examples of liens are a mortgage on real estate and a security interest in a car, truck, boat, television set, or other item of property. A lien may have been obtained through a court proceeding before the bankruptcy case began; in some states a court judgment is a lien. In addition, to the extent a creditor also owes money to the debtor (has a right of setoff), the creditor's claim may be a secured claim. (See also *Unsecured Claim*.)

Unsecured Claim

If a claim is not a secured claim it is an unsecured claim. A claim may be partly secured and partly unsecured if the property on which a creditor has a lien is not worth enough to pay the creditor in full.

Unsecured Priority Claim

Certain types of unsecured claims are given priority, so they are to be paid in bankruptcy cases before most other unsecured claims (if there is sufficient money or property available to pay these claims). The most common types of priority claims are listed on the proof of claim form. Unsecured claims that are not specifically given priority status by the bankruptcy laws are classified as *Unsecured Nonpriority Claims*.

Items to be completed in Proof of Claim form (if not already filled in)

Court, Name of Debtor, and Case Number:

Fill in the name of the federal judicial district where the bankruptcy case was filed (for example, Central District of California), the name of the debtor in the bankruptcy case, and the bankruptcy case number. If you received a notice of the case from the court, all of this information is near the top of the notice.

Information about Creditor:

Complete the section giving the name, address, and telephone number of the creditor to whom the debtor owes money or property, and the debtor's account number, if any. If anyone else has already filed a proof of claim relating to this debt, if you never received notices from the bankruptcy court about this case, if your address differs from that to which the court sent notice, or if this proof of claim replaces or changes a proof of claim that was already filed, check the appropriate box on the form.

1. Basis for Claim:

Check the type of debt for which the proof of claim is being filed. If the type of debt is not listed, check "Other" and briefly describe the type of debt. If you were an employee of the debtor, fill in your social security number and the dates of work for which you were not paid.

2. Date Debt Incurred:

Fill in the date when the debt first was owed by the debtor.

3. Court Judgments:

If you have a court judgment for this debt, state the date the court entered the judgment.

4. Classification of Claim

Secured Claim:

Check the appropriate place if the claim is a secured claim. You must state the type and value of property that is collateral for the claim, attach copies of the documentation of your lien, and state the

amount past due on the claim as of the date the bankruptcy case was filed. A claim may be partly secured and partly unsecured. (See DEFINITIONS, above).

Unsecured Priority Claim:

Check the appropriate place if you have an unsecured priority claim, and state the amount entitled to priority. (See DEFINITIONS, above). A claim may be partly priority and partly nonpriority if, for example, the claim is for more than the amount given priority by the law. Check the appropriate place to specify the type of priority claim.

Unsecured Nonpriority Claim:

Check the appropriate place if you have an unsecured nonpriority claim, sometimes referred to as a "general unsecured claim". (See DEFINITIONS, above.) If your claim is partly secured and partly unsecured, state here the amount that is unsecured. If part of your claim is entitled to priority, state here the amount **not** entitled to priority. -

5. Total Amount of Claim at Time Case Filed:

Fill in the total amount of the entire claim. If interest or other charges in addition to the principal amount of the claim are included, check the appropriate place on the form and attach an itemization of the interest and charges.

6. Credits:

By signing this proof of claim, you are stating under oath that in calculating the amount of your claim you have given the debtor credit for all payments received from the debtor.

7. Supporting Documents:

You must attach to this proof of claim form copies of documents that show the debtor owes the debt claimed or, if the documents are too lengthy, a summary of those documents. If documents are not available, you must attach an explanation of why they are not available.



United States Bankruptcy Court
Eastern District of Wisconsin
Office of the Clerk

NOTIFICATION OF CREDITOR'S CHANGE OF ADDRESS

Debtor's Name(s): _____ Case Number: _____

_____ Chapter: _____

Creditor's Name: _____

Old Address: _____
Street Address

City, State and Zip Code

New Address: _____
Street Address

City, State and Zip Code

Change
Requested By: _____
Print or Type Name

Signature

G This notice is provided pursuant to 11 USC § 342(e)(1) and the address provided above supercedes any previous address provided for this creditor.



United States Bankruptcy Court
Eastern District of Wisconsin
Office of the Clerk

10/14/05

NOTIFICATION OF DEBTOR'S CHANGE OF ADDRESS

Debtor's Name(s): _____ Case Number: _____

_____ Chapter: _____

New Address: _____
Street Address

City, State and Zip Code

Change
Requested By: _____
Print or Type Name

Signature

Printed Name of Submitting Law Firm or Attorney



CREDIT CARD AUTHORIZATION FORM

I hereby authorize the United States Bankruptcy Court of the Eastern District of Wisconsin to charge the credit card listed below for payment of fees, costs, fines and expenses which are incurred by the authorized users listed below. I certify that I am authorized to sign this form on behalf of my law firm.

Cardholder Name: _____

Signature: _____ **Date:** _____

Names of individuals authorized to use account number listed below (include cardholder name, if authorized user):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Law Firm/Sole Practitioner Name: _____

Address: _____

Telephone Number: _____

Receipts should be mailed to: _____
(Name of individual)

☐ Mastercard ☐ Visa ☐ American Express ☐ Discover ☐ Diners Club

Account Number: _____ **Exp. Date:** _____

Mail the original of the form to: Clerk, U.S. Bankruptcy Court, Personal and Confidential: Financial Specialist, 517 East Wisconsin Avenue, Room 126, U.S. Courthouse, Milwaukee, WI 53202-4581. The original of this form will be maintained in a secured location.

This form will be kept on file and remain in effect until specifically revoked in writing. It is the responsibility of the law firm named above, to submit a new form and notify the Clerk, in writing, of any changes to authorized users, new expiration date when the card has been renewed, change of information (e.g. card has been revoked, canceled or stolen), or a change in address or phone number.

United States Bankruptcy Court
Eastern District of Wisconsin

10/14/05

In re Debtor Plaintiff Defendant	Bankruptcy Case No. <i>ALL DOCUMENTS REGARDING THIS MATTER MUST BE IDENTIFIED BY BOTH ADVERSARY AND BANKRUPTCY CASE NUMBERS.</i> Adversary Proceeding No.
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**SUMMONS AND NOTICE OF PRETRIAL CONFERENCE
 IN AN ADVERSARY PROCEEDING**

YOU ARE SUMMONED and required to file a motion or answer to the complaint which is attached to this summons with the clerk of the bankruptcy court within 30 days after the date of issuance of this summons, except that the United States and its offices and agencies shall file a motion or answer to the complaint within 35 days.

Address of Clerk	Clerk, U.S. Bankruptcy Court U.S. Courthouse, Room 126 517 East Wisconsin Avenue Milwaukee, WI 53202
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At the same time, you must also serve a copy of the motion or answer upon the plaintiff's attorney.

Name and Address of Plaintiff's Attorney
--

If you make a motion, your time to answer is governed by Fed. R. Bankr. P. 7012.

YOU ARE NOTIFIED that a pretrial conference of the proceeding commenced by the filing of the complaint will be held at the following time and place.

Address	Room, Date and Time
---------	---------------------

IF YOU FAIL TO RESPOND TO THIS SUMMONS, YOUR FAILURE WILL BE DEEMED TO BE YOUR CONSENT TO ENTRY OF A JUDGEMENT BY THE BANKRUPTCY COURT AND JUDGEMENT BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF DEMANDED IN THE COMPLAINT.

Christopher L. Austin
 Clerk of the Bankruptcy Court

By: _____

Deputy Clerk

 Date

CERTIFICATE OF SERVICE

10/14/05

I, _____, certify that I am, and at all times during the service
(Name)
 of process was, not less than 18 years of age and not a party to the matter concerning which service of process was made. I further certify that the service of this summons and a copy of the complaint was made

_____ by: _____
(Date)

☐ Mail Service: Regular, first class United States Mail, postage fully pre-paid, addressed to:

Q Personal Service: By leaving the process with defendant or with an officer or agent of defendant at:

Q Residence Service: By leaving the process with the following adult at:

☐ Certified Mail Service on an Insured Depository Institution: By sending the process by certified mail addressed to the following officer of the defendant at:

☐ Publication: The defendant was served as follows: [Describe briefly]

Q State Law: The defendant was served pursuant to the laws of the State of _____ as
 follows:[Describe Briefly] (Name of State)

Under penalty of perjury, I declare that the foregoing is true and correct.

 Date

 Signature

Print Name		

Business Address		

City	State	Zip

APPLICATION FOR SEARCH OF BANKRUPTCY RECORDS

Name of individual or business that is the subject of the search:	Social Security No. or Employer Tax I.D. No. of Subject:
<p>Please search your records for the following information regarding the individual or business named above:</p> <p><input type="checkbox"/> pending or closed bankruptcy cases in this district;</p> <p><input type="checkbox"/> pending or closed adversary proceedings;</p> <p><input type="checkbox"/> judgements/evidence of satisfaction or judgements; and</p> <p><input type="checkbox"/> other [describe briefly]</p> <p>Please search for the period from _____ to _____.</p> <p>A fee of \$26.00 is charged for each name or item searched. Payment by check or money order must be enclosed. Please do not send cash.</p>	
Name, address, and phone number of the person requesting the search:	

CERTIFICATE OF SEARCH

The undersigned clerk hereby certifies the following results of a diligent search of the records of the court:
[Check only the items for which a search was requested and a fee paid]

1. Bankruptcy Cases:
- a. ☐ None found.
- b. ☐ Case filed on _____
(date)
- ☐ Voluntary ☐ Involuntary
- ☐ Pending ☐ Closed on _____
(date)
- ☐ Discharge Granted on _____
(date)
- c. ☐ The subject of the search closely matches the following:
Name _____ Number _____
- Filed on _____
2. Adversary Proceeding:
- a. ☐ None found.
- b. ☐ Subject is a party to the following proceeding:
- _____ v. _____
(Plaintiff) (Defendant)
- Adversary Proceeding Number _____, filed on _____
(date)
- ☐ Pending ☐ Closed on _____
(date)
- Disposition: ☐ Dismissed on _____
(date)
- ☐ Final Judgement entered on _____
(date)
- Case Number of Related Bankruptcy Case _____

Christopher L. Austin, Clerk
United States Bankruptcy Court

Date

By: _____
Deputy Clerk

UNITED STATES BANKRUPTCY COURT
Eastern District of Wisconsin

In re

Bankruptcy Case No.: _____
 (Including Judge's Initials)

Debtor

Chapter: _____

APPEARANCE OF CHILD SUPPORT CREDITOR¹
 OR REPRESENTATIVE

I certify under penalty of perjury that I am a child support creditor¹ of the above-named debtor, or the authorized representative of such child support creditor, with respect to the child support obligation which is set out below.

Name:
 Organization:
 Address:

Telephone Number:

 Date Child Support Creditor¹ or Authorized Representative

Summary of Child Support Obligation	
<p>Amount in arrears:</p> <p>\$ _____</p> <p>Amount currently due per week or per month on a continuing basis:</p> <p>\$ _____ (per week)(per month)</p>	<p>If Child Support has been assigned:</p> <p>Amount of Support which is owed under assignments:</p> <p>\$ _____</p> <p>Amount owed primary child support creditor (balance not assigned):</p> <p>\$ _____</p>
<p>Attach an itemized statement of account</p>	

¹ Child support creditor indicates both a creditor to whom the debtor has a primary obligation to pay child support, as well as any entity to whom such support has been assigned, if pursuant to Section 402 (a)(26) of the Social Security Act or if such debt has been assigned to the Federal Government or to any State or political subdivision of a State.

Model Chapter 13 Plan

This page is intentionally left blank – form is being updated to comply with the requirements of BAPCPA.

STATEMENT OF SOCIAL SECURITY NUMBER(S)

- I declare under penalty of perjury that the foregoing is true and correct.

**Check the appropriate boxes above and provide the required information.*
**Joint Debtors must provide information for both spouses.*
**Debtor must provide information for non-filing spouse.*
**If Debtor, Joint Debtor or Non-Filing Spouse has more than one Social Security Number, state all.*
Penalty for making a false statement: Fine of up to \$250,000 or up to 5 years imprisonment or both. 18 U.S.C. §§ 152 and 3571.